

Office of the State Board of Education (OSBE)
is looking for an individual to serve as its

Program Manager for the GEAR UP Program

Begins as soon as possible in Boise, Idaho
Salary Range \$44,886 to \$59,862 (depends on education/experience)
Plus immediate eligibility for a competitive benefits package!

Special Notification: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission. **This is a Limited Service Appointment.** GEAR UP Idaho is a federally funded program scheduled to last for six years. However, each year's funding is dependent upon fund availability. This position is limited service and dependent upon availability of annual federal appropriations.

The GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) program is designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. Intended to provide services at high poverty middle and high schools, GEAR UP provides resources to an entire cohort of students beginning in the seventh grade and continues to serve that cohort through high school to assure that students have the necessary support and level of academic achievement necessary to attend and be successful in postsecondary education. In addition, college scholarship funds for low-income students are available through this program.

The Primary Purpose of this position is to:

- To carry out the purposes of Idaho's federally funded GEAR UP program
- Staff support to the State Board of Education on GEAR UP related matters
- Establish and coordinate GEAR UP Advisory Board
- Oversee GEAR UP related contracts
- Supervise the work of the marketing coordinator

Qualifications

- Master's degree in education or a related field and certificate in school administration is required
- Demonstrated experience in school administration, teaching, counseling, and/or career information
- Experience in developing and managing large programs, working with programs on a statewide level; conducting independent research; designing and conducting training programs; providing liaison with customer/provider groups; and interpreting federal or state regulations
- Experience in planning and implementing projects; developing, promoting and gaining project support; interpreting and explaining specialized or complex material into information usable by the public
- Experience with federal programs and grant management, including identifying goals and timetables and determining program needs and funding; monitoring and evaluating grant or contract activities and expenditures; interpreting laws, regulations, and policies and advising on their requirements; evaluating statistical and financial information and developing reports of findings

- Experience evaluating bids or responses to Requests for Proposals or Invitation for Bids for contract services or good knowledge of techniques used in negotiating contract terms and "best and final offers" is desirable
- Good leadership and interpersonal skills
- Excellent oral and written communication skills
- Foreign language speaking ability and knowledge of diverse cultures is desirable

For more information: see the OSBE Web Site at <http://www.boardofed.idaho.gov/>
 Contact Information: Becky Henke, 332-1571 or becky.henke@osbe.idaho.gov

To apply, send:

- Cover Letter
- Resume or Curriculum Vitae
- Names and telephone numbers of four references who can attest to your ability to meet the requirements of this position
- Transcripts (Official transcripts will be required from the finalists)
- Copy of the required Certification

Submission Information

PREFERRED SUBMISSION is Email, to: becky.henke@osbe.idaho.gov with "GEAR UP Program Manager" in the subject line. The application file must be an MS Word or Rich Text document.

You may also send the application materials in regular mail to: Office of the State Board of Education-HR Generalist, Attention: GEAR UP Program Manager, 650 W. State St. - Rm #307, P. O. Box 83720, Boise, ID 83720-0037 OR FAX to: (208) 334-2632

Application Deadline: Applications received after September 8 will not be guaranteed best consideration. It is to the applicant's advantage to submit materials as soon as possible. Applicant screening will continue until the position is filled.

Finalist may be required to complete a thorough background investigation. This position is FLSA exempt, therefore is not eligible to earn either overtime or compensatory time. Certain military veterans may receive additional consideration in the hiring process. Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact our office.